SENIOR HUMAN RESOURCES SPECIALIST

DEFINITION

Performs the more responsible and complex technical human resources work related to position classification, recruitment, employment selection, training, compensation, employee relations, human resources research, appeals, and the formulation, development, and interpretation of human resources rules and policies. Supervises technical and/or office support employees performing human resources work.

TYPICAL DUTIES

Plans, organizes, participates in, and supervises the work of a small unit engaged in activities such as:

Employment test development and administration.
Classification and compensation studies.
Compensation appeals.
Recruitment and employment selection.
Staff training and development.
Employment test appeals.
Interpretation and development of rules and procedures.
Employee relations related to arrest records and disciplinary matters.
Disciplinary and medical appeals.

Organizes, designs, and conducts complex research studies including surveys that may affect human resources policies and coordinates changes in policies, procedures, and rules.

Analyzes data and generates reports to provide information to the Personnel Commission, Office of the Superintendent, Educational Service Center leadership, outside agencies, unions and the Board of Education.

Apply and explain State and Federal employment-related laws, guidelines, and regulations; Personnel Commission Rules; Collective Bargaining Agreements, and operating procedures.

Coordinates the development and implementation of surveys in classification, compensation, recruitment, training, employment selection, and/or other areas of human resources.

Analyzes the effectiveness of survey data and based on data, recommends changes to modify current practices and enhance organizational effectiveness.

Consults with and advises administrators, employees, and employee representatives on human resources-related policies, precedents, and interpretation of laws, rules, and procedures.

Conducts job analyses, job audits or staff development needs analyses.

Designs, develops, and delivers formal training programs.

Plans and conducts on-the-job training.

Develops and reviews rules, regulations, and/or procedures; investigates and analyzes legal problems; and consults with legal staff as directed.

Writes various types of reports and communications on human resources subjects and may edit and revise reports prepared by other staff members.

Trains and evaluates subordinates, assigns projects or tasks, and follows up to ensure completed staff work.

Designs and implements employment recruitment campaigns.

Reviews various publications and attends seminars, workshops, and conferences to identify and evaluate developments and trends in Human Resources and merit system administration.

Delivers presentations to administrators, employees, and other groups on issues related to specific areas of human resources.

Uses technology to effect efficiencies and standardization.

Serves as a resource to staff on policies, procedures, and District resources.

Edits work of staff such as class descriptions, reports, test designs, recruitment materials, and other work products.

Models good customer service to staff in responding to customer service requests.

Applies and explains State and federal employment-related laws, guidelines, and regulations, Personnel Commission Rules, and operating procedures.

May review and critique human resources-related legislation.

May participate in collective bargaining sessions to explain and interpret human resources procedures and policies.

May facilitate organizational development processes.

May investigates possible violations of rules and errors or omissions in human resources transactions.

May perform administrative and organizational analyses as assigned.

May serve on District committees and coordinate resources within the Personnel Commission.

May conduct investigations regarding employment fraud.

May act for higher-level personnel during absences.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Human Resources Specialist performs the more responsible and complex technical human resources work related to position classification, recruitment and employment selection, compensation, employee relations, appeals, training, and the formulation, development, and interpretation of human resources rules, policies, and procedures; and supervises technical and/or clerical employees.

A Principal Human Resources Specialist plans, supervises and directs the activities of a professional staff engaged in classification, assessment and recruitment activities, or staff development.

A Human Resources Specialist III performs professional-level, technical human resources work in the area of classification, compensation, organizational development, human resources rules and legislation, recruitment, selection, and staff development and may assist higher-level personnel in performing more complex assignments.

SUPERVISION

General supervision is received from an administrator. General supervision is exercised over lower-level professional, technical, and support personnel.

CLASS QUALIFICATIONS

Knowledge of:

Personnel Commission Rules, policies and procedures, Merit System

Provisions of the Education Code, and basic human resources law

Principles, purposes, functions, policies, and practices of public and private human resources administration

Collective bargaining agreements

Duties performed in a variety of occupational fields found in the Classified or Certificated Service

Basic methods used in the development and administration of position-classification and compensation plans, recruitment, selection and staff development

Basic human resources assignment and payroll regulations and procedures

Data processing principles as related to human resources and administrative analysis

Current trends in public human resources administration

Basic policies and practices of merit system employment assessment and selection

Training methods and staff development programs

Disciplinary processes and procedures

Supervisory techniques
Key District employees, organization, departments, and resources sufficient to assist others
without having to refer them elsewhere
Fundamentals of research and statistical methods
Legal requirements related to public human resources administration

Ability to:

Use computers with Microsoft operating systems and word processing, data base, and
spreadsheet software.
Use SAP and the eRecruiting applicant management system.
Make sound analyses and investigations and present them in a clear and concise manner both
orally and in writing
Model confidence, mastery, and command of technical and professional responsibilities
Recognize critical factors and their relationship to decision making
Understand procedural implications in the implementation of recommendations
Understand and explain a wide variety of concepts, rules, policies, and procedures effectively
Work effectively under stress
Attend to multiple priorities simultaneously
Maintain principles and standards while remaining open to differing points of view
Exercise initiative and ingenuity in obtaining facts and preventing or resolving problems
Guide staff and provide leadership on staff projects as needed
Plan, deliver, and evaluate employee training programs
Make effective evaluations of subordinates' performance
Develop and carry out plans for major projects that involve numerous variables
Work effectively with District administrators, employees, employee representatives, and the public
Conduct efficient and productive meetings and speak to groups

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree.

Experience:

Four years of professional human resources experience, including two years performing
assignments in technical areas in one or more of the following areas: position classification, wage
and salary administration, recruitment, employment selection, employee relations and discipline,
human resources field office management, staff and organization development, or the development
and maintenance of merit system human resources rules preferably in a public agency. Experience
in personal computer operation and software applications related to human resources and
administrative analysis is highly desirable. A master's degree in Industrial/Organization
Psychology, Human Resources Management, Public Administration, or a closely related field may
be substituted for up to two years of the required experience.

<u>Special</u>:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a
motor vehicle, or the ability to utilize an alternative method of transportation.
Some positions may be designated as "confidential" and therefore exempt from bargaining units.

This class description is not a complete statement of essential functions, responsibilities, or requirements.
Requirements are representative of the minimum level of knowledge, skill, and abilities. Management
retains the discretion to add or change typical duties of a position at any time.

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